

APPENDIX D:

FACILITY SAFETY INSPECTION CHECKLIST
(SEE THE FOLLOWING PAGES)



VILLAGE OF BEDFORD PARK

Facility Safety Inspection Checklist

6701 S Archer Rd, Bedford Park, IL 60501 Phone: (708) 458-2067 Fax (708) 458-2079 www.villageofbedfordpark.com

Building Name/Location: _____

Date: _____

Inspected by: _____

FIRE SAFETY AND PREVENTION	Yes	No	Comments/Location
1. Exit lights – present and clearly illuminated			
2. Exit door, fire doors – not wedged open, close tightly, not blocked			
3. Emergency lighting – adequate, in working condition			
4. Fire extinguishers -checked monthly, serviced annually			
5. Sprinkler clearance - no storage is allowed within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)			
6. Exits - unobstructed and kept unlocked during normal business hours or special events			
7. Combustible materials – areas kept free of waste combustible materials			
8. Fire systems – tested, inspected annually			
9. Storage – none beneath stairs			
10. Fire evacuation plans – implemented and communicated to staff			
PERSONAL PROTECTION	Yes	No	Comments/Location
11. Safety glasses/goggles – available where needed and clean			
12. Gloves – available			
13. Hearing protection – available where needed, signs posted			
HAZARDOUS MATERIALS	Yes	No	Comments/Location
14. Material Safety Data Sheets – readily available			
15. Compressed gas cylinders – properly stored and secured			
16. Visible signage at entrances - where hazardous materials stored			
SHOP AREAS	Yes	No	Comments/Location
17. Machine Guards – in place			
18. Machinery anchored – secure to floor			
19. Compressed air nozzles – 30 psi or less			
20. Eyewash and shower -checked weekly, inspected annually; battery charging areas			
21. Warning signs posted - eye protection, hearing protection, etc.			

ELECTRICAL HAZARDS	Yes	No	Comments/Location
22. Extension cords – not used as permanent wiring.			
23. Cords – good condition, not frayed or taped.			
24. Extension cords and power strips – not plugged in to other extension cords or power strips.			
25. Power strips – UL listed and have circuit breakers.			
26. Plugs are in good condition - there are no exposed wires and the ground is not removed from 3-way plugs			
27. Wall outlet and junction box covers - in place			
28. Electric circuit panels - kept clear (at least 36 inches open area)			
SLIP, TRIP, FALL EXPOSURES / WALKING SURFACES	Yes	No	Comments/Location
29. Floors/Walkways/aisles: Free of storage, tripping hazards.			
30. Carpet/rugs: No buckling, tears. Flush with other walking surfaces.			
31. Floors drains: Not plugged. Cover flush with floor. Cover not missing.			
32. Floor mats: Lay flat on floor, no buckling, no trip hazard.			
33. Lighting: Illumination is adequate.			
34. Sidewalks & ramps: Free of defects (e.g. cracks, breaks, holes).			
35. Stairway's surface: Nosing, riser, and tread free of defects (e.g. broken steps, cracks).			
36. Fall Protection: Handrail is present and secured at stairways & ramps.			
37. Guardrails: Secured, stable on working surfaces that are more than 30 inches above floor or other working areas.			
38. Restroom floors: Plumbing leaks, water on floor.			
OFFICE SAFETY	Yes	No	Comments/Location
40. File drawers - closed when not in use			
41. Wires or extension cords - do not run under carpets or rugs, through doorways, or placed in other traffic areas			
COMMENTS			